



### Secondary & FE Coordinator

<b>Contract type:</b>	Full time 37.5 hours, fixed term until 31 August 2025
<b>Reports to:</b>	Education and Employability Manager
<b>Reportees:</b>	Education Officer x 4 who manage Activator/Apprentice x 4
<b>Location:</b>	Herlingshaw Centre, South Bank Occasionally at Riverside Stadium, Middlesbrough and partner sites including schools
<b>Working arrangements:</b>	09:00-17:30 Monday to Friday With at least one evening until 19:00 Commitment to supporting match day's on occasion
<b>Salary:</b>	£26,470
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• 25-days holiday per annum plus bank holidays</li><li>• Health Shield care plan</li><li>• 20% discount at Middlesbrough FC Retail Shop</li><li>• Company pension scheme</li><li>• Cycle to Work scheme</li><li>• Equipment such as laptop, mobile and branded kit</li><li>• Free car parking at MFC Foundation sites</li><li>• Learning and development support and offer</li><li>• Employee of the Month / Core Values Awards</li><li>• Flexible working arrangements may be possible</li></ul>

### Overview

Working closely with the Education and Employability Manager, you will be responsible for the coordination of a number of programmes and projects within the Foundation's secondary education and further education provision. These programmes include in particular Premier League Inspires and two Local Authority Virtual Schools programmes in secondary education and EFL Trust USW Foundation Coaching Degree and NCS Trust Community programme in further education. Alongside these key programmes will be coordinating our work with Coach Core Apprenticeships and projects in partnership with British Land/Teesside Park. The role includes managing four Officers who will have responsibility for a specific programme area and managing an Activator each. Alongside people management you will be responsible for reviewing and updating delivery content, developing and growing relationships with funding partners, local schools and businesses and ensuring the delivery is on track against agreed targets and outcomes to deliver meaningful impact and value for money.



**Premier League**  
Charitable Fund





### Who we are

Middlesbrough FC Foundation (the Foundation) is the independent charity of Middlesbrough FC (MFC), established in 1996 by club Chairperson Steve Gibson. The Foundation's mission, over our years of experience, together with Middlesbrough FC, is to raise aspirations, help realise potential and improve the life chances of people across the Tees Valley. Our mission is underpinned by our core values of quality, inspire, team work, inclusion and honesty and integrity.

This role will contribute to the delivery of our Together 2024-28 strategy within our Education and Employability theme specifically but will be expected to support our other strategic themes which all contribute to our strategic objectives of working together, make an impact, deliver high-quality, commitment to the future and develop our culture.

Creating a clear, strong, inclusive culture within the Foundation that people engage and thrive from to deliver our strategy and quality provision is one of our strategic objectives; we aim to deliver this by supporting our people with their learning and development and their health and wellbeing, creating a feeling of belonging and having a structure and policies that sustain and grow the Foundation and our people.

This is an exciting and unique opportunity to be involved in a growing and passionate team within an award-winning charity. In this role you will use the influence of sport to deliver positive change in the lives and behaviours of under-represented or vulnerable groups and individuals within the local community. You will impact our communities and help create a more inclusive, welcoming and supportive environment for all.

As a Foundation we are committed to safeguarding, welfare, and inclusion as our commitment to the future. Promoting safeguarding and welfare of participants and employees is everyone's responsibility and employees and volunteers are expected to share this commitment. Alongside Middlesbrough FC, we are committed to inclusion as highlighted by our RiversideBySide initiative. The Foundation is a place where inclusion is a core value and where everyone can be themselves in an environment where they feel safe and included, including being a Disability Confident Leader. We are working to diversify our workforce, particularly by gender and ethnicity.

### The role

- Coordinate, plan and evaluate the delivery of the secondary and further education programmes, in particular Premier League Inspires, Local Authority Virtual Schools, NCS Trust Community, EFLT USW Foundation Coaching Degree, Coach Core Apprenticeship and British Land projects.
- Design and adapt the content of delivery in consultation with the Team to meet the needs of individual participants and partner organisations/funders.
- Support the development of a school, FE and employability package and promote to schools and employees to generate income and delivery opportunities.





- Develop and grow strong partnerships with local schools and businesses and maintain effective and positive relationships with wider stakeholders and partner organisations.
- Oversee the performance management of the Team against KPIs and outcomes to deliver impactful and quality provision. And provide learning and development opportunities.
- Working with the Data and Impact Coordinator, undertake programme monitoring and evaluation on a regular basis as required including KPI tracking, data upload and funder reports.
- Coordinate with support from Education and Employability Manager the individual programme and project budgets, ensuring they are on track/within budget and contributing to forecasting.
- Deliver on Team programmes as well as supporting wider Foundation programmes, within other strategic themes such as Health and Wellbeing, Social Inclusion and Fundraising Events.
- Contribute to engaging social media content with the support of the Media Officer.
- Promote the vision, mission and core values of the Foundation.
- Demonstrate a strong commitment to inclusive practices, adapting resources and delivery to ensure equal opportunities for all.
- Consult with the Designated Safeguarding Officer to understand and support the complex safeguarding and risk requirements of delivery.
- Consult with the Health and Safety Officer to understand and support the health and safety needs and risk assessments of delivery.
- Working with the Communications Team to communicate the impact of the programmes.
- Be committed to applying and promoting data protection across the charity.
- Work with other programmes and teams to contribute to a coordinated approach including learning and development, quality assurance, events and participant pathways.

#### Requirements for the role

- Experience in project/programme management, including multiple programmes at one time.
- Experience in people management
- Experience in working effectively with young people in educational settings
- Experience in developing content and delivering educational provision
- An ability to positively influence a range of key stakeholders
- An understanding and passion for improving the ability and opportunity of people from highneed areas and/or under-represented groups.
- An excellent knowledge and understanding of safeguarding including principles, procedures and thresholds. A satisfactory enhanced DBS check will need to be completed
- Excellent time management skills with the ability to coordinate multiple projects.
- Excellent verbal and written communication skills and an ability to adapt communication methods to best engage within a variety of settings
- An understanding of how to measure impact, both qualitatively and quantitatively. The ability to work effectively towards achieving set KPIs and outcomes, undertaking reporting and experience of managing budgets





- A creative approach to work, with the ability to solve problems and identify mutually beneficial partnership opportunities.
- Commitment to supporting match day's on occasion.

### Person Specification Essential

- Knowledge of the education and/or employability sector
- A valid driving licence, with access to own transport with business insurance and a willingness to travel within the Tees Valley
- Eligible to work in the UK
- A professional attitude and positive work ethic
- Strong administrative, organisational and IT skills
- Ability to work collaboratively as part of a team and with partners **Desirable**
- Knowledge of the sports and charity sector
- Level 2 sports coaching qualification from a recognised NGB or equivalent experience
- Post Graduate Certificate in Education or equivalent
- Emergency First Aid qualification
- Mental Health qualification

### How to apply

This post falls within the scope of 'regulated activity' and is exempt from the Rehabilitation of Offenders Act (1974). Successful applicants will be required to undertake a Disclosure & Barring Service (formerly CRB) check and are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Act 1975.

Application Form and Equality Monitoring Form can be downloaded from the [MFC Foundation website](https://www.mfcfoundation.co.uk) or alternatively please email [recruitment@mfcfoundation.co.uk](mailto:recruitment@mfcfoundation.co.uk)

**Closing date for applications:** Friday 15 March 2024

**Interview date and location:** Tuesday 26 March, Willie Maddren Centre, Riverside Stadium

Owing to the high volume of applications expected, if we have not contacted you within two-weeks of the closing date, please assume that you have not been shortlisted for interview.

Middlesbrough FC Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Middlesbrough FC Foundation is also committed to the safeguarding of vulnerable groups.

